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DDA 76-6127

13 DEC 1978

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : DDA Upward Mobility Program

1. As part of the affirmative actions to be included in the CIA Equal Employment Opportunity Plan (EEOP), the DDA is required to develop and submit specific plans which will assure a continuing results-oriented upward mobility effort.

2. As of 10 August 1976, the DDA is required to evaluate the status of Directorate upward mobility programs on a quarterly basis. The status of the aforementioned programs is to be formulated into a quarterly report for the Deputy Director of Central Intelligence (DDCI). The quarterly report should cover Directorate progress for the preceding quarter, an explanation for failures, and a presentation of future plans.

3. To date, each Office within the Directorate is instructed to establish individual Office-level programs in an effort to comply with Directorate legal and regulatory upward mobility requirements. As of 12 December 1976, Project PACE in the Office of Logistics is the only formally structured upward mobility program within the Directorate which closely follows Civil Service Commission (CSC) legal and regulatory guidelines as set forth in FPM Letter #13-27.

4. FPM Letter #13-27 identifies conceptual guidelines to be followed by Federal agencies for planning and implementing upward mobility programs. It also defines upward mobility as follows:

"Upward Mobility is a systematic management effort that focuses Federal personnel policy and practice on the development and implementation of specific career opportunities for lower level employees (below GS-9 or equivalent) who are in positions or occupational series which do not enable them to realize their full work potential."

Within this definition, upward mobility provides developmental opportunities for all lower-level employees on a non-discriminatory basis.

5. To implement the prescribed CSC concept of upward mobility and to assure that correct and timely reporting and evaluating procedures reflecting Directorate upward mobility obligations are met, I am establishing a Directorate-wide program known as Project AIM. Project AIM will be administered in compliance with CSC's legal and regulatory guidelines as set forth in FPM Letter #13-27.

6. Project AIM will be under the direction of the ADDA. It will be administered by a working group comprised of four (4) Office-level EEO officers, a training specialist, and a personnel staffing specialist and will be chaired by the DDA EEO Officer. The Office of Logistics' Upward Mobility Program (Project PACE) and the Advanced Opportunity Program (AOP) will be used as models from which Project AIM will evolve.

7. I have requested that Project AIM be formally structured and instituted no later than 1 January 1977 and that it focus on providing upward mobility opportunities for DDA careerists below GS-9 and equivalent levels.

8. Office Heads will be responsible for identifying suitable positions for use under the auspices of the program. Positions identified will be known as "Target Positions" and they should clearly provide career opportunity. Forecasting of "Target Positions" will be regulated not to exceed three positions per quarter or eight positions per calendar year.

9. In the near future a DDA Administrative Instruction will be issued describing Project AIM in detail and set forth guidelines and tasking for application to the program.

10. Office Heads are encouraged to establish satellite upward mobility programs, however, the responsibility for administering, evaluating, and monitoring those programs remain at the Office level.

Signed: John F. Blake

John F. Blake

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DDA/EEO:CC[]:ydc (10 Dec 76)

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